



**Department of Corrections**  
**INFORMATIONAL BULLETIN**

**Subject:** ANNOUNCEMENT OF NEW  
CDC FORM 1885, CONTRACT  
PAYMENT LOG

**Number:**

**00/27**

**Date Issued:**

**Cancelled Effective:**

The purpose of this Informational Bulletin is to officially announce the California Department of Corrections' (CDC) form 1885, Contract Payment Log.

This form will standardize how the eight Regional Accounting Offices (RAOs) record encumbrance and expenditure activity of CDC contracts and assist the institutions' contract monitors to be in compliance with the State Contract Manual (SCM). The CDC 1885 (08/00) is to be completed by the accounts payable staff of the RAOs to record fiscal year encumbered amounts and the related payment activity of CDC contracts. The RAO will provide current activity on the CDC Form 1885 (08/00) quarterly to the institution to supplement the requirements per SCM Section 9.05 A.3., Record Keeping.

Effective immediately, the CDC 1885 (08/00) will be used to record CDC contract activity. Upon receipt of the bulletin, the CDC 1885 (08/00) may be ordered from Prison Industry Authority on a CDC 1853. This form will be printed on two-sided, 8 ½" X 11", white bond paper in quantities of 250 or more. The form has been distributed electronically to the RAOs. Please contact your RAO for an electronic copy of this form.

Please inform all persons concerned of the contents of this bulletin. Please direct any inquiries regarding this bulletin to your RAO.

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